

CALL FOR INTERNS

***** Deadline to submit applications: 04 January 2008 *****

Position title (specific); position reports to:

- Arizona Commission on the Arts Performing Arts Intern: Jennifer Tsukayama, Performing Arts Director
- Arizona Commission on the Arts, Arts Learning Program Intern: Mandy Buscas, Arts Learning Director
- Arizona Commission on the Arts Executive Office Intern: Bob Booker, Executive Director
- Arizona Commission on the Arts Visual Arts Intern: Adriana Gallego, Visual Arts Director

Number of hours per week; schedule: 5-12 (to be identified at the time of posting); weekly schedule to be determined by intern and supervisor.

Dates of service: January 2008 through May 2008 (with the possibility to continue). Positions may be renewed or reposted.

Location: ACA offices at 417 West Roosevelt; Phoenix, AZ 85003

Position description (general):

The Arizona Commission on the Arts (ACA) is an agency of the Arizona State Government whose mission is to create an Arizona where people broaden, deepen and diversify their engagement with the arts - as creators, audiences and supporters - in ways that are satisfying and integral to their lives.

The ACA Internship Program provides emerging leaders in the arts with the opportunity to investigate and participate in the operations of a state arts agency. Through a combination of learning experiences, work projects, and group collaborations, interns become integral members of our team. Interns are expected to participate in daily activities, contribute skills and ideas, and produce excellent work, all the while preparing to become the next generation of arts, nonprofit, and cultural leaders.

ACA internships are unpaid. Program benefits may include personal career mentoring from/by ACA staff. You may also be eligible for university credit for your ACA internship (course/credit must be identified and arranged by intern with counsel from his/her university advisor).

Qualifications:

ACA interns must...

- ...be undergraduate students, graduate students, or college graduates
- ...have experience/interest in (Arts Learning, Local Arts Development, Performing Arts, Visual Arts, Literature), arts administration, public relations, and/or cultural policy
- ...possess exemplary verbal and written communication skills
- ...possess strong organizational skills and the ability to prioritize and manage concurrent projects
- ...possess the ability to work independently as well as in a team environment

Preferred qualities:

ACA interns should be...

- ...assertive and resourceful self-starters, able to problem-solve and to fully engage in projects/tasks
- ...comfortable using or willing to learn to use Microsoft Office products: Excel, Access, Outlook, Word, FrontPage
- ...comfortable working with or willing to learn to work with complex databases
- ...comfortable updating or willing to learn to update information on the ACA website

Specific duties and responsibilities:

- ACA Performing Arts Intern:
 - Assist with research involved in developing new initiatives and projects as needed
 - Assist with grants process and review for programs serving organizations including panel selection, notification and return of support materials
 - Assist with promotion of programs for individual artists – including but not limited to Artists Project Grants and assist with preparation of Artists Project Grants for panel review
 - Create archival materials of ACA artists for ACA library
 - Coordinate logistics for meetings and compile summary reports
- ACA Arts Learning Intern:
 - Conduct research/surveys for teaching artists, roster artists, and arts education
 - Assist with grants process and review for programs serving schools and organizations including panel selection, notification and return of support materials
 - Prepare and compile materials for Arts Learning programs
 - Update and maintain various databases
 - Assist with coordination of logistics for Poetry Out Loud program
 - Assist with promotion of programs – including but not limited to the Residency Roster and assist with preparation of Roster panel review
- ACA Executive Office Intern:
 - Conduct research and coordinate logistics for an exhibition project involving arts organizations from around the state
 - Conduct research involved with funding and training for facilities that are in need of defibrillation equipment
 - Assist with research involved in developing presentations on topics that include economic impact, the creative economy, and public value for the arts
 - Update and maintain various databases
- ACA Visual Arts Intern:
 - Assist with research involved in developing new initiatives and projects as needed
 - Assist with grants process and review for programs serving organizations including panel selection, notification and return of support materials
 - Assist with promotion of programs for individual artists – including but not limited to Artists Project Grants and assist with preparation of Artists Project Grants for panel review
 - Update and maintain various databases
 - Assist with agency work in support of public art and memorials; liaise between agency and statewide public art administrators

If you are interested, please submit the following via email or mail by **04 January 2008:**

- A *one page* letter of inquiry, speaking to coursework, experience, or special interests related to the posted position
- A resume or CV
- A list of at least three professional/academic references (contact info only: names, titles, phone numbers, email addresses; letters of reference not required)

Email your materials to:

info@azarts.gov with a subject line that pertains to your application: **ACA Performing Arts Intern OR ACA Arts Learning Intern OR ACA Visual Arts Intern OR ACA Executive Office Intern.**

OR mail your materials to:

Arizona Commission on the Arts

Attention: ACA Performing Arts Intern OR ACA Arts Learning Intern OR ACA Visual Arts Intern OR ACA Executive Office Intern.

417 West Roosevelt

Phoenix, AZ 85003-1326